

## **Job Announcement**

**Posted: October 24, 2014**

**State of Nevada**

**Department of Health & Human Services**

**Aging & Disability Services Division**

## **Caregiver Support Coordinator**

### **The Position:**

This position is a contracted employee with the Aging and Disability Services Division and is not a State Employee. This position is an at-will position and is contingent upon availability of grant funding and job performance. The position will work up to 40 hours per week and the expected employment period is December 2014 to August 2017. Salary range: \$21.82/hour - \$25.96/hour depending on experience and the availability of grant funding.

The Caregiver Support Coordinator position will assist the grant directors with daily tasks and other duties as assigned for the following Federal discretionary grants: Dementia Capability for Persons with Alzheimer's Disease and Related Dementias and the Lifespan Respite Care Program - Building Lifespan Respite Care Programs Federal grant programs with daily tasks as needed.

This position will coordinate training for partners, caregivers and other stakeholders; conduct outreach as needed; and work with the defined partners to ensure strong partnerships and community involvement in developing and implementing project goals. This position will also be responsible for day to day tasks such as data compilation, meeting preparation including scheduling, drafting agendas and minutes. Incumbents participate in the development and implementation of new program components, short- and long-term plans for the assigned program area and develop new program policies that are reviewed and approved by management prior to implementation.

### **To Qualify:**

- **Education and Experience** – Bachelor's degree from an accredited college or university in a field of study pertinent to the program assignment and two years of professional social services, or equivalent professional work experience. Professional experience working in programs serving seniors, people with disabilities and/or caregivers including individuals with Alzheimer's disease.
- **Skills and Knowledge** – Knowledge of Microsoft office programs and excellent organizational, prioritization skills, and presentation skills. Demonstrated written and verbal communication skills, interpersonal and facilitation skills. Familiarity with federal programs, including: compliance; implementation; reporting; and coordination.
- **Ability To** – Work with a degree of autonomy, effective communication skills both oral and written.

### **Special Requirements:**

1. A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will be required to pay for fingerprinting.
2. A State of Nevada/FBI background check will be required of the selected applicant.

**Please send a resume with cover letter and all inquiries to:**

Jeff Doucet, Management Analyst III

Aging & Disability Services Division

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***Resumes being accepted until November 10, 2014***